



# City of Sunnyvale Neighborhood Grant Program

## Application (Please print or type)

Office Use Only

Date Received: \_\_\_\_\_

Application

Completed: \_\_\_\_\_



### **Deadline for Applications: Friday, June 1, 2007**

Applications may be submitted in person, by mail or by fax. Submit completed application (with all required signatures) to: Nathan Truitt, Community Outreach Coordinator, City of Sunnyvale, Office of the City Manager, 603 All America Way, Sunnyvale, CA 94088. FAX (408) 730-7696.

Date: \_\_\_\_\_

Name of Neighborhood Group or Association: \_\_\_\_\_

Name of Proposed Project: \_\_\_\_\_

Grant Amount Requested from the City of Sunnyvale: \$ \_\_\_\_\_  
(Maximum grant amount is \$1,000)

### **Neighborhood Group/Association Background:**

1. When was your neighborhood group or association formed and why? What are the geographic boundaries of your group? How many households are included?
2. Describe your neighborhood group's activities and the resources that support those activities. If yours is a formal association, what is the annual budget? How do you raise funds to meet the budget?

### Project Description:

3. Briefly describe your proposed project. **How will it benefit the residents in your neighborhood and/or your neighborhood association?** What will the project “look like” when it is completed?
4. How did you choose this project? Describe the outreach you have done to generate awareness in your neighborhood and support for this project. How many neighbors support this project, and how did you determine that number?

**Project Plan:**

5. Using the chart below, list the specific activities needed to carry out your project, including an estimated date of completion for each activity. (All projects must be completed by May 31, 2008).

Activity	Person(s) Responsible	Completion Date (mo/yr)
<i>Example:</i> Create flyers/email for advertising National Night Out Celebration	Kate Smith	7/07
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

6. Describe how your project focuses on one or more of the following areas:

- Increasing communication among neighbors
- Building bridges between cultures
- Improving the physical condition of the neighborhood
- Enhancing neighborhood pride and identity

7. How will you know the completed project has been successful?

8. What resources will your neighborhood group contribute to support the project (i.e. number of volunteer hours, donated materials if any, etc.)?

**Project Team:**

While you may have many community members working on this project, project team leads will be critical to the project's success.

**Please note that each member of the project team will need to sign the application acknowledging their commitment to the success of this project.**

**Project Leader** - The Project Leader serves as the primary point of contact for the grant application process. The Project Leader also has fiduciary responsibilities and is responsible for submitting a final project report to the City. The final report, including eligible receipts and invoices showing payment is due within 30 days of project/event conclusion and no later than June 16, 2008.

Project Leader Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date

**Treasurer** - The treasurer tracks expenses, files receipts, oversees the budget and submits a final financial report to the City. Note: The City of Sunnyvale reserves the right to audit grant award funds.

Treasurer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date

**Other Project Team Members** -- List two additional neighborhood residents who will work on this project. What will their responsibilities be? (Examples of responsibilities might include; coordinating volunteers, outreach to residents, etc.)

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Responsibilities:

Signature: \_\_\_\_\_

Date

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Responsibilities:

Signature: \_\_\_\_\_

Date

City of Sunnyvale  
 Neighborhood Grant Program  
 Project Budget Form

Please list the project's expenses using the form below. All expense-related activities listed on your application must be included in your budget form. **Note: This is a reimbursement grant. All eligible receipts and invoices showing payment must be submitted for reimbursement within 30 days of project/event conclusion and no later than June 16, 2008.**

**Project Expenses**

Activity	Estimated Costs	Actual Costs
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>
<b>Amount Requested from the City of Sunnyvale</b>	<b>\$</b>	

**Other Sources of Support**

Volunteer Hours (valued at approx. \$17/hour)	\$
Donated Materials/Services (food, supplies, equipment)	\$
Other Funding Received (other grants, collected dues, donations)	\$
Other	\$
Other	\$
<b>Total Neighborhood Association Contribution</b>	<b>\$</b>



Thank you for completing your application for the Neighborhood Grant Program!